

# **FUNCTION AND POSITION ANALYSIS**

## **ROCKY FLATS FIELD OFFICE**

2/11/03

### **1 EXECUTIVE SUMMARY**

Due to elimination of the weapons production mission for the Rocky Flats Site (Site) in 1993, and the Site designated for cleanup and closure, the Rocky Flats Field Office (RFFO) was set on a similar path for closure. Early closure schedules covered decades and indicated the RFFO would be required well beyond the working career of all current staff. As closure project planning started to reflect earlier completion, indications of eventual reductions in RFFO staffing levels also began to appear. The implementation of a closure contract with a December 2006 completion date provided the impetus to begin substantial Federal workforce planning. Initial efforts in 2000-2001 completed by an outside contractor focused on anticipated skills required to fulfill the RFFO mission. The next workforce planning effort in mid-2002 shifted to specific functional needs with a more direct linkage to the closure project and its timeline. This Function and Position Analysis takes the RFFO staffing level planning to the next step to include specific positions aligned with organizational functions. Notably, it also includes incumbent designations for clarity, and reflects a more accelerated timeline for RFFO reductions based on current and anticipated project performance, acceptance of management risk, and many other factors. Although this analysis is the most specific to date, it is still limited by uncertainties and unknown future decisions that will require adjustments. Despite the limitations, it serves as a planning tool for both organizational and personal use. Actual personnel decisions and actions will be made with the best information available at the time of the decision, and will be implemented in compliance with the Collective Bargaining Agreement, statutory, and regulatory requirements.

### **2 INTRODUCTION**

The Function and Position Analysis is another step in development of planning tools to assist management and employees to address the completion of the RFFO mission on both an organizational and personal level. Many unknowns still exist, however this planning captures much that is known, and provides a good basis for considering how to make adjustment as conditions change in the future. The closure project is the key driver and variable in the type and timing for specific function and position needs. This analysis presumes that the established baseline schedule leads to a December 15, 2006, closure date. However, it is optimistic toward future schedule acceleration, and therefore accepts faster staffing reductions (and thus higher management risk) than previous studies. Although this analysis reflects the best information known at the time of publication, acceleration in the project and consolidated support initiatives tend to accelerate the early elimination of functions and positions.

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### **2.1 Background**

After more than 40 years of operation, the closure of Rocky Flats as a production facility was decided in 1993 at the highest levels of the Executive Branch. First efforts at describing the closure project gave a schedule and cost that was longer and more expensive than the entire Site production history. The 1995 Accelerated Site Action Project improved the project profile by describing a closure completion in 2015, with the potential of closure by as early as 2006. Additional planning through the 1990's provided a clear path to a 2006 closure. Signing of the closure contract with Kaiser-Hill Company, LLC (K-H), in February 2000 provided the impetus for Federal workforce planning to align with the 2006 closure contract. Baselines for Federal staffing had been developed and refined as part of the planning and budgeting process beginning in 1998. In 2000 the first focused efforts were undertaken to develop plans to support workforce management. The Skills Needs Analysis completed by Strategic Management Initiative and released in March 2001 provided a comprehensive first look at Federal skills required through Rocky Flats Environmental Technology Site (Site) closure.

The Functional Analysis Report completed by an internal management team in July 2002 provided another important step in workforce planning, but also was a marked departure from the March 2001 Skills Needs Analysis in several key ways. First and most important, it focused on functions required, rather than skills. This allowed more direct linkage to the closure project so that functional needs would be better aligned with project status. Second, the report development used both supervisor input and team dialogue to challenge and refine strategies and logic. Finally, the report was formatted to serve as a foundation and basis for future workforce planning. This Function and Position Analysis builds on the previous studies and advances the workforce planning the final step necessary to manage specific positions consistent with the Federal personnel system.

### **2.2 Methodology**

The Function and Position Analysis (FPA) was developed by iterative refinement, starting with the July 2002 Functional Analysis Report. Direct Reports assigned the full time equivalents (FTE) across specific positions in their organizations, and then adjusted for existing groupings of work and function within their organizations. Preliminary draft function and position profiles were discussed with employees to gather feedback on the accuracy of function alignments with the closure project requirements. Guidance from the RFFO Manager in November 2002 identified greater optimism on project completion before December 2006, desire for a leaner staff and a flatter organization, and willingness to accept the management risk of workforce turbulence due to supporting and encouraging staff to find positions outside of the RFFO and subsequent loss of staff. This guidance drove several additional iterations of the FPA profiles to reach the current draft revision.

### **2.3 Positions and Incumbency**

The inclusion of by-name position designations across the multi-year staffing profile is a necessary step to ensure clarity and accuracy of the analysis. The RFFO has multiple positions in the same series and grade that are not immediately distinguishable from other

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positions with only the series title and brief duty description. Inclusion of incumbent information for each position ensures that the management intention for each position and organizational function may be better understood. However, inclusion of the incumbent name is intended only to delineate the position and function on the staffing analysis. It represents the current alignment of incumbents and positions at the time of this report. PLEASE NOTE THAT THE CURRENT INCUMBENT IS NOT FOREVER LINKED TO THE POSITION AS SHOWN. Also, identification of incumbents with a year the position is no longer needed is not intended as formal notice of an impending separation action. Voluntary attrition may cause a critical vacancy that causes an incumbent to move to another position that has a longer or shorter need. If the RFFO should need a Reduction-in-Force (RIF) to eliminate positions, the requirements of Article 35 of the Collective Bargaining Agreement (CBA) and government-wide regulations will be followed. The application of these RIF procedures is very likely to cause separation of different employees than reflected by the current alignment of incumbents with positions. Similarly, a realignment or reorganization may result in incumbent moves to another position. The matching of incumbents with the positions and functions is an important tool in staff planning for the eventual closure of the RFFO, but must not be interpreted to indicate an action decision. Management decisions to eliminate positions, reassign staff, initiate separations, and take other personnel actions will be made and communicated on an individual basis making use of this analysis, but with strongest consideration to the actual conditions at the time of the decision.

### **3 SUMMARY OF DIFFERENCES**

The dynamic environment of the Rocky Flats Closure Project has continued since the July 2002 completion of the draft Functional Analysis Report. The RFFO experienced a turnover at the Manager level, changes in several Direct Report positions, and the emergence of several staffing concepts that impact current RFFO functions. Additionally, K-H performance on the closure project has demonstrated a trend of positive variance on both cost and schedule. Each of these items has caused impacts in various ways, with different degrees of impact to different organizations and positions. This summary does not attempt, nor would it be realistic, to provide a comprehensive crosswalk from the 2002 Functional Analysis Report to this FPA. Rather, the summaries below highlight the major factors that have influenced the revision.

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### **3.1      *Reality of 2006 closure***

One of the strongest drivers for the earlier staff reductions in this analysis, compared to previous plans, is the observed reality of K-H success in completing the closure project. At the time of the first Skills Needs Analysis in early 2001, K-H was behind schedule for December 2006 closure and some of the obstacles to completion appeared insurmountable. In response, the timeline for retention of required skills reflected this pessimism. This FPA reflects a project status that has K-H ahead of schedule, under budget, and with the majority of the most daunting challenges solved or with a clear path forward. Based on that project status the RFFO staffing needs realistically represent the optimistic expectation for completion of the RFFO mission.

### **3.2      *Consolidated Business Center***

Environmental Management (EM) is actively considering the concept of a Consolidated Business Center (CBC) to provide financial and administrative services for sites, such as Rocky Flats, that are undergoing closure. The primary purposes of the CBC are to provide more reliable and efficient services during the dynamic transition of DOE offices from full operation to closure project and mission completion. Over thirty (30) RFFO positions are potentially impacted by the use of a CBC. This FPA includes the potential impact of a CBC on RFFO staffing based on preliminary concept information. However, decisions on the use of a CBC, its size, organization, grade structure, location, and timing have not yet been made by EM, so the impacts indicated by this FPA must be considered preliminary and speculative.

### **3.3      *Curtailment of long-term investments***

The reality of Site closure includes the recognition that progress on the project means continually reducing scope yet to be accomplished, and therefore less oversight for RFFO to perform. Some programs that represent longer term investments in improvement reach a point in time when the expected improvement will not realistically show benefit before the closure project is complete. Quality assurance and technology development are examples of programs that may be reduced early, simply because the project would not be able to benefit before an improvement effort was complete.

### **3.4      *Organizational redundancy***

The mutually-supportive problem solving approach that was instituted during the 1997-1998 Management Alignment Process required that no organization “own” a problem and its solution from start to finish to eliminate the “stovepipes.” The RFFO organizations were required to cooperatively work together to address complex special nuclear material, waste removal, and other closure mission issues in an integrated fashion. While this approach was successful in forcing integration, it also created some redundancy in functional duties of organizations and individual positions. As the closure project issues become fewer in number and less complex, this organizational function and position redundancy needs to be addressed.

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### **3.5      *Reduction in supervisors***

Closure project progress means the scope of the remaining work and the associated challenges are now fewer in number and difficulty, so not as much close supervision is required. Also, the decrease in staff numbers mandates a reduction in the number of supervisors.

### **3.6      *Post-Closure DOE presence***

The presence required by the RFFO or the DOE EM organization after completion of the closure project by K-H has been one of the larger uncertainties in staff planning. Identification of a Legacy Management organization within the DOE has clarified and reduced the EM and RFFO scope to a primary focus on the closure project. Although the mission and functions of Legacy Management still needs to be detailed and coordinated with the closure project completion, the RFFO presence post closure is expected to be significantly less than previously thought.

### **3.7      *External support for limited, critical skills***

Rocky Flats closure is a top priority of the DOE EM organization. EM has demonstrated a willingness to apply resources as required to assist the RFFO and K-H. As contingencies arise that require specialized skills or positions that may have been eliminated, limited external support is expected to be available to support the RFFO. Thus, the RFFO will not normally retain positions or skills for contingency purposes.

### **3.8      *Acceptance of greater management risk***

Reducing staff levels, whether through voluntary attrition or RIF, is somewhat unpredictable and likely to create function and skill gaps that were not expected or preferred by management. RFFO management accepts this risk as a natural consequence of managing the overall Site closure. Functions and positions will continue to consolidate as the project proceeds and employees depart. Promotion opportunities are expected to be minimal, even though some consolidation of positions is expected to occur. Management will need to continually address the challenge of ensuring that the highest priority work scope is achieved, and minimizing the effort spent on low priority or non-essential tasks.

## **4      CONCLUSIONS**

The RFFO is eliminating functions and positions as the closure project progresses and the need for the type and level of oversight in certain functional areas concludes. In addition, innovative approaches to provide stability and efficiency during closure may impact the current RFFO. The elimination of functions and positions shown reflect a planning model based on a December 15, 2006, project completion. However, project acceleration is expected and will tend to accelerate the elimination of RFFO functions and positions. Other variables and unknowns will also change and require updates to this FPA, expected on a semi-annual cycle. The FPA includes incumbent names with the position designations to provide clarity, however the incumbent indication only represents the current condition, and does not indicate that the incumbent will forever be linked to the position and timeline shown. Overall the FPA represents a useful planning tool that takes

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an important step forward from previous planning efforts. It is still limited by current unknowns, and action decisions will need to consider the best information available at the time.

## **5 NEXT STEPS**

### **5.1 *Adjust for final Consolidated Business Center decisions***

Decisions on the Consolidated Business Center are expected within the next several months. These decisions, both for the structure and location of the CBC, and personnel decisions related to filling the positions, will profoundly influence the FPA. The FPA will need to be revised to incorporate the final CBC decisions and implementation impacts.

### **5.2 *Develop procedures to address RFFO transition***

Many of the challenges faced by the RFFO are unprecedented within the DOE on the scale of the closure project. EM has expressed and demonstrated willingness to address these challenges. However, innovative approaches do not always fall within the bounds of historical and well-understood staff reduction models. As RFFO and EM management make decisions on the mission, organization, employee mix, and various other issues, the implementation of those decisions will likely require additional work. Management will need to determine the procedures necessary to address positions that are already reflected as excess or will be excess in the near future. Where bargaining unit employees are affected, the RFFO will follow the requirements of the CBA as they implement personnel actions.

### **5.3 *Periodic Updates***

The dynamic changes in status and circumstances surrounding the RFFO are expected to continue through completion of the closure project. This FPA must continue to evolve to incorporate changing conditions, and to ensure integration the FPA will be included within the umbrella of the Sunset Project. Updates to the FPA are planned to occur periodically, particularly as demanded by circumstances. Employee comments and concerns, external changes, policy guidance, project status, and many other factors will be considered during the update process. The next update is currently planned for completion and release in August 2003.

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**6 APPENDICES**

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- 6.8      *Projects***
- 6.9      *Safety Programs***
- 6.10     *RFFO Totals***

Function and Position Analysis  
Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
CY02									
General Engineer 801-13	G. Lietz	Behavior-based Safety Training		1					
Accountant 510-13	Vacant	K-H contract and invoice transactions; DISCAS operations and quality assurance activities.		1					
CFO Program Analyst 343-14	Vacant	Team Lead / analyst for CPB project planning, budgeting and support.		1					
CFO Program Analyst 343-13	Vacant	Support PBS Leads;integration of waste management and nuclear materials data, support IPABS requirements, REA reviews, HQ budget calls		1					
CFO Budget Analyst 560 7-12	Vacant	RFFO budget Support activities		1					
ES General Engineer 801-13	Vacant	Utilities management.		1					
Environmental Engineer 819-13	Vacant	Air programs.		1					
General Engineer 801-13	Vacant	B371 engineering support		1					
Physical Scientist 1301-13	R. Kershner	Training QA, Conf. Mgt., ISMS Verification		1					
Security Specialist 080-14	Vacant	Incident Rpt,Info sec,CMPC,		1					
Security Specialist 080-12	R. Bartlett	Protection Programs Op, protective force, incident rpt		1					
Nuclear Eng EK -840-4	R. Wilson	Ctr for excel for Critically Safety, surveillances, criticality infractions		1					
Gen Eng 801-13/14	Vacant			1					
General Engineer 801-14	J. Christ, xfer to RL	Matrixed to Authorization Basis		*					
Gen Eng 801-13/14	J. Sondag -xfer to RL	B707		*					
Gen Eng 1301-14	D. Faulkner - xfer to RL	AB Safety engineer		*					



## Function and Position Analysis Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
<b>CY03</b>									
Lead Industrial Spec. 1150-14	Vacant	Team lead for B776/77, 707		1	0.25				
Physical Scientist 1301-15	D. Sargent	DNFSB liaison		1	0.5				
Mgmt & Program Analyst 343-15	G. Cannode	DNFSB liaison		1	0.5				
Org Mgmt Specialist 301-14	G. Liscic detailed to OPM	Strategic planning and Management Systems		1	0.5				
Deputy Mgr ES-801/1301	Vacant	Deputy Manager		1	1				
General Attorney 905-14	W. Rigsby	Litigation and General Law		1	1				
Mgmt Analyst 343-12	M. Autobee	Policies, procedures, standards, and guidelines for Records Management.		1	1				
Mgmt Analyst 343-13	G. McCarthy	Primary coordinator for web site; support for IRM		1	1				
(Supv) Admin Officer 341-15	D. Whitt	Supervise Transition & Training		1	1				
Pers Mgmt Spec 201-13	P. Langley	Personnel Management Specialist.		1	1				
Mgmt Analyst 343-13	L. Schachter	Org development and transition planning, employee development and transition.		1	1				
Training Specialist 1712-13	T. Welch	Training for Fac Reps		1	1				
Secretary (Office Automation) 0318-7	M. Karol	Provides clerical & administrative support for CFO office		1	1				
Accountant 510-13	Vacant	Resolve data set discrepancies; support DISCAS users and reconcile DISCAS to PIRS.		1	1				
Accountant 510-13	W. Fitch	Support PP&E trans; SNM acct bals; GL reviews; contractor subsidiary accts; yr-end reports.		1	1				
Accountant 510-13	D. Buen	Support receivables, reimbursables, collections, GL reviews and prepare various reports.		1	1				
Budget Analyst 560- 7	C. Maes	program direction formulation execution and reporting; backup Funds Control analyst		1	1				
Program Analyst 343-14	R. Anzures	GAO/IG/DCAA audit coordination; whistleblower program manager; FMFIA coordination.		1	1				
Program Analyst 343-13	M. Holifield	PBD E, Infrastructure O/S.		1	1				
General Engineer 801-14	J. Rau	NEPA . Internal budget accounting.		1	1				
Physical Scientist 1301-13	L. O'Mary	ER Program Manager		1	1				
Public Affairs Specialist 1035-13	L. Helmerick	EOC		1	1				
General Engineer 801-14	G. Nishimoto	PBD B Lead		1	1				
(Supv) General Engineer 801-15	M. Karol	Engineering Support Division Director		1	1				

## Function and Position Analysis Vacated Functions By Year

Name		Functions CY	2002	2003	2004	2005	2006	2007
Chemist EK1320	J. Stakebake	Pu tech & 3013	1	1				
Physical Scientist 1301-14	D. Hicks	SNM Shipping	1	1				
Physical Scientist 1301-13	D. Maxwell	Assist RISS PBD Lead	1	1				
Physical Scientist 1301-14	R. Batra	PBD support, Closure Project PMP Devl	1	1				
Physical Scientist 1301-14	G. Huffman	Technology deployment mgmt, PBD Support	1	1				
Physical Scientist 1301-14	Vacant	Plan, direct, and execute Assessment Issues Management, Lessons Learned.	1	1				
General Engineer 801-15	G. Morgan	QPD Division Director	1	1				
QA Specialist 1910-13	W. Burch	Price And, Software QA	1	1				
General Engineer 801-13	P. Gregorio	Price And. & B6, Sys Verification, Procurement QA,	1	1				
General Engineer 801-14	E. Robbins	RFFO & K-H QA Plans	1	1				
General Engineer 801-13	G. Reid	ISMS Prg. Verf., Maintance Mgt.	1	1				
Security Spt.080-11	C. Pazar	FOCI, Fac Reg & App	1	1				
Security Spt.080-9	M. Thompson	S&S program support	1	1				
(Supv) General Engineer EK 801-4	J. Jeffries	Safety and Health Programs Division Director	1	1				
Safety & Oc Hth Spec, 018-13	R. Lucero	COE for OSHA, ISM/Project matrix, construction safety	1	1				
Ind. Hygt. 690-14	J. Torma-Krajewski	PBD H, Ergonomics, pre on WPs	1	1				
S&Occ Health Mgr, 018-13	E. Bryson	123 pad, B771 D&D, B444 surveillance (elec)	1	1				
Gen Eng 801-13	D. Kawamoto	prep training on WP reviews	1	1				
Industrial HY, 690-13	G. Noss	KH Industrial Hygiene oversight	1	1				
Prog Analyst 343-12	J. Nagode	Directives mgr	1	1				
Nuclear Engineer 840-13	S. Bolling	DOE Order Management	1	1				
General Engineer 801-13	L. Bressler	Price Anderson coordinator	1	1				
Prog Analyst 343-13	M. Maline	Transportation specialist	1	1				
Gen Eng 801-14	D. Grosek	RISS	1	1				
Gen Eng 801-13	R. Thomas	Fac Rep In training	1	1				

## Function and Position Analysis Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
<b>CY04</b>									
Public Affairs Spec. 1035-15	J. Karparkin	Public Affairs and Congressional Advisor	0.5	0.5	0.5				
General Attorney 905-14	L. Kilpatrick	Deputy Chief Counsel for Environmental and Regulatory Compliance	1	1	0.5				
General Attorney 905-13	S. Bell	Environmental and Regulatory Compliance	1	1	0.5				
General Attorney 905-14	J. Dreger	Litigation and General Law	1	1	0.5				
Equal Employ Mgr 260-14	R. Newton	Civil Rights and Diversity Management Manager.	1	1	0.5				
Equal Employmnt Spec 260-12	D. Wachter	Work with CRD Manager in support of program assigned to the CRD Office.	1	1	0.5				
AM for AT ES-340	J. Hartman	Manage Administration & Transition	1	1	0.5				
Human Resources Assistant 203-8	A. Harvey	Process HR actions; maintain HR files	1	1	0.5				
Lead Contract Specialist 1102-14	H. Miller	Contracting Officer; admin and closure of contracts.	1	1	0.5				
Contract Specialist 1102-13	E. Nix	Grants, interagency agreements, simplified acquisitions	1	1	0.5				
Contracts & Program Analyst 301-12	J. Siekerka	Analytical studies, maintain databases, prepare procedures.	1	1	0.5				
Mgmt & Prgm Analyst 343-15	T. Lukow	Supervise Business Services	1	1	0.5				
Mgmt Analyst 343-13	G. Dan	Oversee mail room, correspondence and records management for RFFO and K-H	1	1	0.5				
Property Specialist 1103-9	L. Benton	Property, supplies, asset mgmt & GSA vehicles.	1	1	0.5				
Computer Security Analyst 301-13	K. Heavilin	Classified and unclassified computer security	1	1	0.5				
Mgmt & Program Analyst 343-12	M. Hammack	Freedom of Information Act and Privacy Act	1	1	0.5				
Program Analyst 343-7	J. Monroe	FOIA Support *to the extent needed can be performed at CBC	1	1	0.5				
(Supv) Program Manager 340-15	M. Hargreaves	Supervise HR, LMR, Transition & Training	1	1	0.5				
Pers Mgmt Spec 201-13	W. Sutter	Personnel Management Specialist	1	1	0.5				
Pers Mgmt Spec 201-12	R. Diehl	Pers Mgmt Specialist; career transition, HR benefits	1	1	0.5				
Training Specialist 1712-12	R. Dembinski	Training, development and implementation	1	1	0.5				
(Supv) Financial Svcs 510-15	M. Lynch	Supervise Financial Services staff.	1	1	0.5				
Accountant 510-14	W. Poell	FA Team Lead. Oversees month-end and year-end closing (financial systems).	1	1	0.5				
Accountant 510-13	S. Holland	Month-end and year-end closings controls; reconciliation of K-H former contract transactions.	1	1	0.5				
Financial Sys Analyst 501-13	E. Peacock	RFFO Travel Program Coordinator; application security; annual review of obligations.	1	1	0.5				

## Function and Position Analysis Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
Accountant 510-14	G. Koch	FO Team Lead. Oversee month-end and year-end closing accounting operations.		1	1	0.5			
Accounting Tech 525-7/8	Vacant	Coord processing of obligs, costs, pymts; prepare various rpts; support ETA, mo and yr-end closings.		1	1	0.5			
Financial Sys Analyst 501-12	D. Reitz	K-H IWO's and MPO's; GL reviews; mo and yr-end closings; provide OJT & assistance to acct tech.		1	1	0.5			
Budget Analyst 560-13	H. Armenta	Lead analyst for allotment/AFP, IWO/MPO processing and Funds Control/Distribution System.		1	1	0.5			
Physical Scientist 1301-13	R. Birk	Coordinator for IPABS; lead for EM budget request development/project reporting; release site and D&D integration; provide PBD and CPB support.		1	1	0.5			
General Engineer 801-13	R. Vineski	PBD J Lead; Annual Work Analysis guidance and review; REA reviews; assessments; PBS reporting; waste management and nuclear materials integration.		1	1	0.5			
Budget Analyst 560 9/11/12	MJ Strong	Support PBS leads, PBS 29; & backup for PBS J.		1	1	1			
Financial Manager 505-15	P. VanLoan	Manage the CFO Department.		1	1	1			
Program Manager 340-15	E. Jordan	Special Assistant		0.25	1	1			
Prgm Mgr EJ-340-V	J. Mullarkey	Special Advisor (NTE 2005)		0	1	1			
Physical Scientist 1301-13	R. McCallister	Air, Actinide Migration		1	1	1			
Public Affairs Specialist 1035-12	E. Wilson	Internal communications, written material		1	1	1			
Public Affairs Specialist 1035-13	M. Anderson	Internal communications, written material		1	1	1			
Public Affairs Specialist 1035-12	A. Martinez	Community relations		1	1	1			
Physical Scientist 1301-13	S. Slaten	Property disposition. Air Programs, Orphan Wastes		1	1	1			
Supv. General Engineer 801-15	J. Legare	Stewardship. End state. Regulatory policy. Supervisory. RFCA coordinator. Admin record.		1	1	1			
Supv. Physical Scientist 1301-15	J. Rampe	Ecology, End state, rgulatory policy, supervisory, admin record		1	1	1			
General Engineer 801-14	L. Xuan	TRU Waste Coordinator		1	1	1			
(Supv) Program Analyst 343-15	A Haugh	Supervise the Project Support Division		1	1	1			
Program Analyst 343-13	M. Nicks	PBD support, analysis		1	1	1			
Program Analyst 343-14	M. Yonts	Monthly cost review SME, PCSD assessment, streamline RFFO/KH reports, coordinate AWA prep		1	1	1			
Environ Prot Spec 028-13	F. Geurink	PBD F Lead		1	1	1			
Program Analyst 343-13	J. Brothers	PBD C Lead		1	1	1			
Electrical Engineer 850-13	P. Bakke	Electrical engineering support, B771 support		1	1	1			

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Vacated Functions By Year

Name		FunctionsCY	2002	2003	2004	2005	2006	2007
General Engineer 801-13	N. Okubo	PBD Support, Monthly CP Review coordination, AMP budget & action tracking	1	1	1			
Management Analyst 301-11	A .Davis	SP business & mgmt support	1	1	1			
Program Assistant 344-8	CJ Heroth	Management Assistant	1	1	1			
Security Officer 080-15	J. Steward	Safeguards and Security Division Director	1	1	1			
General Engineer 801-14	S. Cross	Material Accountability, Security Systes, NMC Accountability	1	1	1			
Security Spt.080-13	K. Lozano	Surveys, assessments,Ops security, badges/credentials	1	1	1			
General Engineer 801-14	D. Oba	IWCP Imp., Spc Tm Assmt, Training, Ctr of Excellence	1	1	1			
Physical Scientist 1301-14	R. Hoffman	Classification Officer	1	1	1	** Can be performed by another DOE office		
Gen Eng 801-14	A. Lopez	CAIRS, elec safety, assessment, traffic safety, FEOSH	1	1	1			
Health Phys EK-1306-4	R. Bistline	Be expert, worker comp, 10CFR850, Internal dosimetry	1	1	1			
Health Phys 1306-14	B. Wallin	Rad prot prgm, rad assessments, wk practices, PuSPS, ORR Post start, Ctr of Excel for Rad	1	1	1			
Fire Prot Eng 804-14	R. Williams	Fire Protect , prep train on WP, Ctr of Excel for FP	1	1	1			
Physical Scientist 1301-13	D. Weems	Emergency management	1	1	1			
Gen Eng 801-14	J. Coaxum	B707	1	1	1			
Gen Eng 801-14	D. George	B771	1	1	1			
Gen Eng 801-14	F. Jaeger	B371	1	1	1			
Gen Eng 801-14	J. Parkin	RISS, B371	1	1	1			

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Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
CY05									
Manager ES-340/15	Vacant - G. Schmitt detailed	RFFO Manager/Project Manager		*	*	*	*		
Exec Asst 301-11	C. Gardner	Executive Assistant		1	1	1	1		
Gen Engr 801- 15	F. Lockhart	Special Advisor (Transition Project) detailed			*	*	*		
Program Analyst 343-13	B. Powers	Contractor HR program. Post-closure benefits *** Multiple options: move to OWT and place at RFFO; have position remain through 2006		1	1	1	1		
Lead General Engineer 801-14	R. Tyler	Team Lead, ER oversight		1	1	1	1		
Physical Scientist 1301-14	N. Castaneda	Senior Prgm Mgr		1	1	1	1		
Physical Scientist 1301-13	S. Surovchak	ER Program Manager, RI/FS Program Manager		1	1	1	1		
Lead Public Affairs Spec. 1035-14	P. Etchart	Media relations. Site message. Support to OOM. (1)		1	1	1	1		
General Engineer 801-13	S. MacLeod	Consent Orders, Air Programs, Program Management		1	1	1	1		
Assistant Manager, General Engineer ES801	Vacant	Manage the Projects Organization.		1	1	1	1		
Industrial Specialist 1150-13	G. Schuetz	PBD D Lead		1	1	1	1		
General Engineer 801-13	G. Moore	Manages Change Control, risk evaluation contingency, maintains A&B Priority Lists, annual work analysis.		1	1	1	1		
Security Spt. EJ-080-3	A. Garrett	Material Accountability,S&S Plans,NMC Accountability		1	1	1	1		
Gen Eng 801-14	D. Emch	B776/77		1	1	1	1		
Gen Eng 801-14	R. Hernon	B371		1	1	1	1		
Gen Eng 801-14	G. Dreith	RISS, Material Stewardship		1	1	1	1		

## Function and Position Analysis Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
<b>CY06</b>									
Computer Specialist 334-13	K. Grover	Site telecommunications and RFFO IRM		1	1	1	1	0.5	
Program Analyst 343-14	R. Schassburger	Labor/Management/Employee relations programs		1	1	1	1	1	
Auditor 511-13	B. Johansen	Support review of K-H invoices, indirect rates, audit findings, baseline validation & mo'ly cost reviews.		1	1	1	1	1	
Accountant 510-13	L. Mizutani	OPAC; RFFO IWO/MPO transactions; asset sales proceeds; mo-end and yr-end closings.		1	1	1	1	1	
(Supv) Budget Analyst 560-15	L. Schlag	Supervise Closure Planning and Budget staff.		1	1	1	1	1	
Public Affairs Specialist 1035-13	K. Lutz	Media, tours & visits, site messages briefings		1	1	1	1	1	
Supv. Physical Scientist 1301-15	R. DiSalvo	Regulatory, end state, RFCA coordinator admin record, supervisory, regulatory policy		1	1	1	1	1	
Lead Physical Scientist 1301-14	C. Franklin	Stewardship. Refuge transition. USFWS coordination.		1	1	1	1	1	
Ecologist 408-13	K. Brakken	Buffer Zone ecologist. Important to refuge transition.		1	1	1	1	1	
Realty Officer 1170-14	S. Schiesswohl	Realty officer. Receive infrastructure o/s consolidation.		1	1	1	1	1	
Physical Scientist 1301-14	G. Doyle	Senior regulatory advisor. RFCA closeout.		1	1	1	1	1	
Physical Scientist 1301-13	J. Stover	NPDES permit. Water operations. Monitoring.		1	1	1	1	1	
General Engineer 801-15	S. Tower	PBD E Lead (RISS)		1	1	1	1	1	
General Engineer (Supv) 801-15	Springer Acting	Division Director		1	1	1	1	1	
General Engineer 801-14	J. Springer on detail Vacant	Waste Ops for LLW & TRU		1	1	1	1	1	
Program Analyst 343-13	T. Nash	PBD, monthly & qtrly reports		1	1	1	1	1	
Assistant Manager for Safety Programs ES601	R. Goldsmith	Manage the Safety Programs Department, Price Anderson Enforcement Coordinator; responsible for independent RFFO assessments.		1	1	1	1	1	
Lead Security Spec. 080-14	W. Casey	Personnel sec, S&S Prog. Mgt		1	1	1	1	1	
(Supv) General Engineer 801-15	R. Bostic	NRD Division Director		1	1	1	1	1	
Supv. General Engineer 801-15	E. Westbrook	Field Assessment Division Director		1	1	1	1	1	
Physical Scientist 1301-14	L. Maghrak	B771		1	1	1	1	1	
General Engineer 801-14	D. McCranie	RISS, Material Stewardship		1	1	1	1	1	
Physical Scientist 1301-14	D. Rack	B371		1	1	1	1	1	
Lead General Engineer 801-14	B. Ring	Team Lead B371, RISS, Material Stewardship		1	1	1	1	1	

Function and Position Analysis  
Vacated Functions By Year

Name		Functions	CY	2002	2003	2004	2005	2006	2007
CY07									
General Attorney 905-15	M. Roy	Chief Counsel		1	1	1	1	1	1
General Attorney 905-14	J. Long	Deputy Chief Counsel for Litigation and General Law		1	1	1	1	1	1
Admin Specialist 301-12	C. Mayne	Legal Office Administration and Paralegal Support		1	1	1	1	1	1
(Supv) Contract Specialist 1102-15	C. Dan	Contracting Officer, senior contract spec. Supervise AT in 2004		1	1	1	1	1	1
Lead General Engineer 801-14	W. Prymak	RCRA expert. Haz waste operations. RCRA permit, STP management and closeout.		1	1	1	1	1	1
Physical Scientist 1301-13	F. Gerdeman	PBD A Lead		1	1	1	1	1	1
Program Analyst 343-14	E. Pietsch	PBD Support, monthly and quarterly reports, monthly review		1	1	1	1	1	1
		0.5 in any given year assumes position will be filled for the first half of the year by a FTE							



Function and Position Analysis  
OFFICE OF THE MANAGER

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
<b>OFFICE OF THE MANAGER</b>									
Manager ES-340/GS-15	Vacant G. Schmitt detailed from EM/HQ	RFFO Manager/Project Manager		*	*	*	*		
Deputy ES-801/1301	Vacant	Deputy Manager		*	*				
Public Affairs Spec 1035-15	J. Karpatkin	Public Affairs and Congressional Advisor		0.5	0.5	0.5			
Exec Asst 301-11	C. Gardner	Executive Assistant		1	1	1	1		
Prgm Mgr EJ- 340-V	J, Mullarkey	Special Advisor detailed frm HUD (NTE 2005)			1	1			
Prgm Mgr GS-340-15	E. Jordan	Special Assistant		0.25	1	1			
Gen Engr GS-801- 15	F. Lockhart	Detailed Special Advisor (Transition Project)		*	*	*	*		
		<b>OFFICE OF THE MANAGER Subtotal:</b>		1.75	3.5	3.5	1	1	0

Function and Position Analysis  
OFFICE OF CHIEF COUNSEL

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b><u>OFFICE OF CHIEF COUNSEL</u></b>										These projections assume administrative and judicial proceedings do not escalate as RFFO reaches Site Closure.
General Attorney 905-15	M. Roy	Chief Counsel		1	1	1	1	1	1	
General Attorney 905-14	J. Long	Deputy Chief Counsel for Litigation and General Law		1	1	1	1	1	1	
General Attorney 905-14	L. Kirkpatrick	Deputy Chief Counsel for Environmental and Regulatory Compliance * (1)		1	1	0.5				function to be performed at the Consolidated Business Center
General Attorney 905-14	W. Rigsby	Litigation and General Law		1	1					
General Attorney 905-13	S. Bell	Environmental and Regulatory Compliance *(1)		1	1	0.5				function to be performed at the Consolidated Business Center
General Attorney 905-14	J. Dreger	Litigation and General Law * (1)		1	1	0.5				function to be performed at the Consolidated Business Center
Admin Specialist 301-12	C. Mayne	Legal Office Administration and Paralegal Support		1	1	1	1	1	1	Progressively assumes some of the paralegal functions performed by SSC litigation support staff
		<b>OFFICE OF CHIEF COUNSEL Subtotal:</b>		7	7	4.5	3	3	3	
SSC - Supr. Paralegal				1	1	1	1			
SSC- Paralegal				2	2					
Declassif Spct.				1	1	1	1	1		
		* Selected functions to be performed by Business Ctr or from another DOE organization								
		(1) Contingent on Cook case being transferred to GC; resolution on handling complex litigation; and new litigations being worked at Business Center								

Function and Position Analysis  
Civil Rights Diversity Mgmt

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
<b><u>OOM/CIVIL RIGHTS AND DIVERSITY MANAGEMENT</u></b>									
Equal Employ Mgr 260-14	R. Newton	Civil Rights and Diversity Management Manager*		1	1	0.5			
Equal Employmnt Spec 260-12	D. Wachter	Work with CRD Manager in support of program assigned to the CRD Office		1	1	0.5			
		<b>OOM/CIVIL RIGHTS AND DIVERSITY Subtotal:</b>		2	2	1			
		* Pursuing transfer to NREL or CBC							

Function and Position Analysis  
ADMINISTRATION AND TRANSITION

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b><u>ADMINISTRATION AND TRANSITION</u></b>										
Program Manager ES-340	J. Hartman	Assistant Manager for Administration & Transition	1	1	0.5					Needed thru transfer to the CBC
<b><u>AT/CONTRACTS</u></b>										
(Supv) Contract Specialist 1102-15	C. Dan	Contracting Officer, senior contract spec. Supervise AT in 2004	1	1	1	1	1	1	1	Supervise remaining AT staff after function transfer to CBC or another federal office
Contract Incentives Mgr 301-15	Vacant	Coordinate GFS&I; review & negotiate REAs	*							Transfer to OOM in CY02
Lead Contract Specialist 1102-14	H. Miller	Contracting Officer; admin and closure of contracts.* Any remaining work will be done at the CBC	1	1	0.5					
Contract Specialist 1102-13	E. Nix	Grants, interagency agreements, simplified acquisitions	1	1	0.5					
Contracts & Program Analyst 301-12	J. Siekerka	Analytical studies, maintain databases, prepare procedures. *	1	1	0.5					
Program Analyst 343-13	B. Powers	Contractor Industrial Relations program. Post-closure benefits	1	1	1	1				Function may be assumed by the CBC
<b><u>AT/BUSINESS SERVICES</u></b>										
(Supv) Mgmt & Program Analyst 343-15	T. Lukow	Supervise Business Services *	1	1	0.5					
Mgmt Analyst 343-13	G. Dan	Oversee mail room, correspondence and records management for RFFO and K-H *	1	1	0.5					
Mgmt Analyst 343-12	M. Autobee	Policies, procedures, standards, and guidelines for Records Management.	1	1						
Computer Specialist 334-13	K. Grover	Site telecommunications and RFFO IRM	1	1	1	1	0.5			Needed to support onsite users, will support all business services
Mgmt Analyst 343-13	G. McCarthy	Primary coordinator for web site; support for IRM *	1	1						
Computer Security Analyst 301-13	K. Heavilin	Classified and unclassified computer security *	1	1	0.5					
Mgmt & Prgm Analyst 343-12	M. Hammack	Freedom of Information Act and Privacy Act *	1	1	0.5					EEOICPA & FOIA - can be done at CBC
Program Analyst 343-7/9	J. Monroe	FOIA Support *	1	1	0.5					to the extent needed can be performed at CBC
Industrial Property Mgt Spec 1103-9	L. Benton	Property, supplies, asset mgmt & GSA vehicles.	1	1	0.5					Roll up to Computer Spec

Function and Position Analysis  
ADMINISTRATION AND TRANSITION

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b>AT/HUMAN RESOURCES/STRATEGIC TRANSITION &amp; TRAINING</b>										
Program Mgr 340-15	M. Hargreaves	Supervise HR, LMR, Transition & Training *	1	1	0.5					
Admin Officer 341-15	D. Whitt	Supervise Transition & Training	1	1						
Pers Mgmt Spec 201-13	W. Sutter	Personnel Management Specialist *	1	1	0.5					
Pers Mgmt Spec 201-13	P. Langley	Personnel Management Specialist.	1	1						
Human Resources Spec 201-12	R. Diehl	Human Resource Mgmt; career transition, HR benefits	1	1	0.5					Will need backfill until CBC can take over
Program Analyst 343-14	R.Schassburger	Labor/Management/Employee relations programs (1) *to the extent needed can be performed at CBC	1	1	1	1	1			incl CBC liaison& training after mid 2004
Human Resources Asst 203-8	A. Harvey	Process HR actions; maintain HR files *can be performed at CBC	1	1	0.5					Function to be transferred to CBC at same time as other HR functions
Org Dev Specialist 301-14	G. Liscic detailed to OPM thru 4/6/03	Strategic planning and Management Systems	1	0.5						
Mgmt Analyst 343-13	L. Schachter	Org development and transition planning, employee development and transition. *can get support from KH Transition Center	1	1						
Training Specialist 1712-13	T. Welch	Training for Fac Reps	1	1						
Training Specialist 1712-12	R. Dembinski	Training, development and implementation	1	1	0.5					RFFO will need very little support from CBC
General Engineer 801-13	G. Lietz	Behavior-based Safety Training (2)	1							
		<b>ADMINISTRATION AND TRANSITION Subtotal:</b>	<b>27</b>	<b>25.5</b>	<b>11.5</b>	<b>4</b>	<b>2.5</b>	<b>1</b>		
		* Selected functions to be performed by Business Ctr or another DOE organization								
		(1) transition to contract advisory spt								
		(2) move position to Safety Programs								
SSC- Prgm Manager			1	1						
SSC - Admin Assts (EBC)			6	6	6	5	3	2		
SSC Program Analyst			1	1	1	1				
SSC Training Specialist			1	0.75						
SSC Computer Support			3	3	2	2	1			
SSCComputer Systems Analyst			1	1	1	1				
SSC SOL Developer			1	1	1					
SSC Sr. Network Engineer			1	1	1	1	1			

## Function and Position Analysis

### CHIEF FINANCIAL OFFICE

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b>CHIEF FINANCIAL OFFICE</b>										
Financial Manager 505-15	P. VanLoan	Manage the CFO Department.	1	1	1					*
Secretary (Office Automation) 0318-7	M. Karol	Provides clerical & administrative support for CFO office and CRDM	1	1						*
<b>CFO/FINANCIAL SERVICES</b>										
Supv Accountant 510-15	M. Lynch	Supervise Financial Services staff.	1	1	0.5					*
<b>CFO/FINANCIAL SERVICES Financial Analysis</b>										
Lead Accountant 510-14	W. Poell	FA Team Lead. Oversees month-end and year-end closing (financial systems).	1	1	0.5					*
Accountant 510-13	Vacant	K-H contract and invoice transactions; DISCAS operations and quality assurance activities.	*							Abolish
Program Analyst 343-14	R. Anzures	GAO/IG/DCAA audit coordination; whistleblower program manager; FMFIA coordination.	1	1						Onsite support required for audit coordination & response, & for responding to OIG management referrals - to be picked up by auditor
Accountant 510-13	S. Holland	Month-end and year-end closings controls; reconciliation of K-H former contract transactions.	1	1	0.5					*
Auditor 511-13	B. Johansen	Support review of K-H invoices, indirect rates, audit findings, baseline validation & mo'ly cost reviews.	1	1	1	1	1			Consolidate to AMP after CBC
Financial Sys Analyst 501-13	Vacant	Resolve data set discrepancies; support DISCAS users and reconcile DISCAS to PIRS.	*	*						Abolish
Financial Sys Analyst 501-13	E. Peacock	RFFO Travel Program Coordinator; application security; annual review of obligations.	1	1	0.5					*
<b>CFO/FINANCIAL SERVICES Financial Operations</b>										
Lead Accountant 510-14	G. Koch	FO Team Lead. Oversee month-end and year-end closing accounting operations.	1	1	0.5					*
Accountant 510-13	D. Buen	Support receivables, reimbursables, collections, GL reviews and prepare various reports.	1	1						
Accountant 510-13	W. Fitch	Support PP&E trans; SNM acct bals; GL reviews; contractor subsidiary accts; yr-end reports.	1	1						Provides coverage SNM reporting & reconciliation of KH property accounting
Accountant 510-13	L. Mizutani	OPAC; RFFO IWO/MPO transactions; asset sales proceeds; mo-end and yr-end closings.	1	1	1	1	1			Consolidate to AMP after CBC

Function and Position Analysis  
CHIEF FINANCIAL OFFICE

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
Accounting Tech 525-7/8	Vacant	Coord processing of obligs, costs, pymts; prepare various rpts; support ETA, mo and yr-end closings.		*	*	*				Abolish position
Financial Sys Analyst 501-12	D. Reitz	K-H IWO's and MPO's; GL reviews; mo and yr-end closings; provide OJT & assistance to acct tech.		1	1	0.5				*
<b>CFO/Closure Planning &amp; Budget</b>										
(Supv) Budget Officer 560-15	L. Schlag	Supervise Closure Planning and Budget staff.		1	1	1	1	1		Team Lead for all CBC liaison after CBC
Budget Analyst 560-13	H. Armenta	Lead analyst for allotment/AFP, IWO/MPO processing and Funds Control/Distribution System.		1	1	0.5				
Program Analyst 343-13	Vacant	Support PBS Leads;integration of waste management and nuclear materials data, support		*						Abolish position
Physical Scientist 1301-13	R. Birk	Coordinator for IPABS; lead for EM budget request development/project reporting; release site and		1	1	0.5				
Program Analyst 343-14	Vacant	Team Lead / analyst for CPB project planning, budgeting and support.		*						Abolish postion
Budget Analyst 560 7/9	Vacant	RFFO budget support activities		*						Abolish postion
Budget Analyst 560 7/9	C. Maes	program direction formulation execution and reporting, backup funds control analyst		1	1					
Budget Analyst 560 9/11/12	M. Strong	support PBS leads, PBS 29; RFFO monthly and quarterly reports; backup for PBS J.		1	1	0.5				*
General Engineer 801-13	R. Vineski, on active duty thru 2/25/03	PBD J Lead; Annual Work Analysis guidance and review; REA reviews; assessments; PBS reporting; waste management and nuclear materials integration.		1	1	0.5				DOE has a legal obligation to provide comparable position upon return
		<b>CHIEF FINANCIAL OFFICE Subtotal:</b>		19	19	9	3	3	0	
SSC Computer Programmer				1	1	1	1			
SSC Program Analyst					1					
		* Selected functions to be performed by Business Ctr or another DOE organization								
		Timing tied to CBC or A-76								

## Function and Position Analysis ENVIRONMENT AND STEWARDSHIP

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b><u>ENVIRONMENT AND STEWARDSHIP</u></b>										
Supv. General Engineer 801-15	J. Legare	Stewardship. ** End state. Regulatory policy. Supervisory. RFCA coordinator. Admin record.		1	1	1				Detailed to Ohio Operations
Supv. Physical Scientist 1301-15	J. Rampe	Ecology, End state, rgulatory policy, supervisory, admin record		1	1	1				
Supv. Physical Scientist 1301-15	R. DiSalvo	Regulatory, end state, RFCA coordinator admin record, supervisory, regulatory policy		1	1	1	1	1		
Public Affairs Specialist 1035-13	M. Anderson	Internal communications, written material		1	1	1				
Public Affairs Specialist 1035-13	L. Helmerick	EOC		1	1					
Public Affairs Specialist 1035-13	K. Lutz	Media, tours & visits, site messages briefings		1	1	1	1	1		
Public Affairs Specialist 1035-12	E. Wilson	Internal communications, written material		1	1	1				
Public Affairs Specialist 1035-12	A. Martinez	community relations		1	1	1				
Lead Public Affairs Spec. 1035-14	P. Etchart	Media relations. Site message. Support to OOM. (1)		1	1	1	1			
Ecologist 408-13	K. Brakken	Buffer Zone ecologist **. Important to refuge transition.		1	1	1	1	1		
Environmental Engineer 819-13	Vacant	Air programs. **		*						Abolish position
Realty Officer 1170-14	S. Schiesswohl	Realty officer. Receive infrastructure o/s consolidation.		1	1	1	1	1		
Physical Scientist 1301-14	G. Doyle	Senior regulatory advisor. RFCA closeout. **		1	1	1	1	1		
Lead Physical Scientist 1301-14	C. Franklin	Stewardship. Refuge transition **. USFWS coordination.		1	1	1	1	1		Function transfer in 06
Program Analyst 343-13	M. Holifield detailed to Forest Service thru 5/3/03	PBD E, Infrastructure O/S. (1) Scheisswohl & Brakken supporting		1	1					
Lead General Engineer 801-14	W. Prymak	RCRA expert **. Haz waste operations. RCRA permit, STP management and closeout.		1	1	1	1	1	1	
Physical Scientist 1301-13	S. Slaten	Property disposition. Air Programs, Orphan Wastes		1	1	1				



Function and Position Analysis  
ENVIRONMENT AND STEWARDSHIP

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General Engineer 801-13	S. MacLeod	Consent Orders, Air Programs, Program Management		1	1	1	1			
General Engineer 801-14	J. Rau	NEPA **. Internal budget accounting.		1	1					
General Engineer 801-13	Vacant	Utilities management.(1)		1						Abolish postion
Physical Scientist 1301-13	J. Stover	NPDES permit **. Water operations. Monitoring.		1	1	1	1	1		
Lead General Engineer 801-14	R. Tyler	Team Lead, ER oversight		1	1	1	1			
Physical Scientist 1301-14	N. Castaneda	Senior Prgm Mgr		1	1	1	1			
Physical Scientist 1301-13	R. McCallister	Air, Actinide Migration		1	1	1				
Physical Scientist 1301-13	L. O'Mary	ER Program Manager		1	1					
Physical Scientist 1301-13	S. Surovchak	ER Program Manager, RI/FS Program Manager		1	1	1	1			
		<b>ENVIRONMENT AND STEWARDSHIP Subtotal:</b>		25	24	20	13	8	1	
		** Inherently governmental work								
		(1) Functions may be contracted out.								
		Functions do not have to be performed by RFFO; need for limited local presence;								
		could be employed by other DOE office in outyears								

## Function and Position Analysis PROJECTS

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b><u>PROJECTS</u></b>										
Assistant Manager, General Engineer ES801	Vacant J Schneider detailed as 801-15	Manage the Projects Organization.		1	1	1	1			
General Engineer 801-13	G. Moore	Manages Change Control, risk evaluation contingency, maintains A&B Priority Lists, annual work analysis.(1)		1	1	1	0.5			
General Engineer 801-15	S. Tower	PBD E Lead (RISS)		1	1	1	1	1		
<b>PROJECTS/ENGINEERING SUPPORT</b>										
(Supv) General Engineer 801-15	M. Karol	Engineering Support Division Director		1	1					
General Engineer 801-13	W. Seyfert	B707 & 776 engineering support		1	1	0.5				
General Engineer 801-13	Vacant	B371 engineering support		*						Abolish
Electrical Engineer 850-13	P. Bakke	Electrical engineering support, B771 support		1	1	1				
Chemist EK1320	J. Stakebake	Pu tech & 3013		1	1					
<b>PROJECTS/FACILITIES CLOSURE/WASTE MANAGEMENT</b>										
(Supv) General Engineer 801-15	F. Lockhart - detail to OOM J. Springer detailed thru 10/04/03	Division Director		1	1	1	1	1		
General Engineer 801-14	G. Nishimoto	PBD B Lead		1	1					
Physical Scientist 1301-13	F. Gerdeman	PBD A Lead		1	1	1	1	1	1	PBD A remains for final PWA validation
Industrial Specialist 1150-13	G. Schuetz	PBD D Lead		1	1	1	1			
Environ Prot Spec 028-13	F. Geurink	PBD F Lead		1	1	1				
Program Analyst 343-13	J. Brothers	PBD C Lead		1	1	1				Manage PBDs B & C
Physical Scientist 1301-14	D. Hicks	SNM Shipping		1	1					
General Engineer 801-14	L. Xuan	TRU Waste Coordinator		1	1	1				
General Engineer 801-14	J. Springer, Vacant	Waste Ops for LLW & TRU		1	1	1	1	1		
Physical Scientist 1301-13	D. Maxwell	Assist RISS PBD Lead		1	1					

Function and Position Analysis  
PROJECTS

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b>PROJECTS/PROJECT SYSTEMS</b>										
(Supv) Program Analyst 343-15	A. Haugh	Supervise the Project Systems Division		1	1	1				
Physical Scientist 1301-14	R. Batra	PBD support, Closure Project PMP Devl		1	1					
Physical Scientist 1301-14	G. Huffman	Technology deployment, PBD Support		1	1					
General Engineer 801-13	N. Okubo	PBD Support, Monthly CP Review coordination, AMP budget & action tracking		1	1	1				
Program Analyst 343-13	T. Nash	PBD, monthly & qtrly reports		1	1	1	1	1		
Program Analyst 343-14	E. Pietsch	PBD Support, monthly and quarterly reports, monthly review (2)		1	1	1	1	1	1	
Program Analyst 343-13	M. Nicks	PBD support, analysis		1	1	1				
Program Analyst 343-14	M. Yonts	Monthly cost review SME, PCSD assessment, streamline RFFO/KH reports, coordinate AWA prep		1	1	1				
		<b>PROJECTS Subtotal:</b>		25	25	17.5	8.5	6	2	
		(1) in 2005 assumes SME cost review & PCSCD asssestment								
		(2) in 05 assumes team leadership								
SSC- Navarro	L. Wilson			1	1					

Function and Position Analysis  
SAFETY PROGRAMS

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
<b><u>SAFETY PROGRAMS</u></b>										
Assistant Manager for Safety Programs ES-601	R. Goldsmith	Assistant Manager the Safety Programs, Price Anderson Enforcement Coordinator; responsible for independent RFFO assessments.		1	1	1	1	1		Broaden to Site Management
Physical Scientist 1301-15	D. Sargent	DNFSB Liaison		1	0.5					
Mgmt & Program Analyst 343-15	G. Cannode	DNFSB Liaison		1	0.5					
Physical Scientist 1301-14	Vacant	Plan, direct, and execute Assessment Issues Management, Lessons Learned.		*	*					Abolish
Management Analyst 343-11	A .Davis	SP Business & Management Support		1	1	1				
Program Assistant 344-8	CJ Heroth detailed to USGS thru 6/1/03 Vacant	Management Assistant		1	1	1				
<b><u>SAFETY/QUALITY PROGRAMS</u></b>										
(Supv) General Engineer 801-15	G. Morgan	QPD Division Director		1	1					
QA Specialist 1910-13	W. Burch	Price And. & B6, Sys Verification, Software QA, S/CI		1	1					
Physical Scientist 1301-13	R. Kershner	Training QA, Conf. Mgt., ISMS Verification		1						
General Engineer 801-13	P. Gregorio	Price And. & B6, Sys Verification, Procurement QA,		1	1					
General Engineer 801-13	G. Reid	ISMS Prg. Verf., Maintance Mgt.		1	1					
General Engineer 801-14	E. Robbins	RFFO & K-H QA Plans		1	1					
<b><u>SAFETY/SAFEGUARDS AND SECURITY</u></b>										
(Supv) Security Officer 080-15	J. Steward	Safeguards and Security Division Director		1	1	1				
Security Spt. EJ-080-3	A. Garrett	Material Accountability,S&S Plans,NMC Accountability		1	1	1	1			
Lead Security Spt.080-14	W. Casey	Personnel sec, S&S Prog. Mgt		1	1	1	1	1		
Security Spt.080-11	C. Pazar	FOCI, Fac Reg & App		1	1					
Security Spt.080-9	M. Thompson	Security program support		1	1					

Function and Position Analysis  
SAFETY PROGRAMS

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General Engineer 801-14	S. Cross	Material Accountability, Security Systems, NMC Accountability		1	1	1				
Security Spt.080-13	K. Lozano	Surveys, assessments,Ops security, badges/credentials		1	1	1				
Security Spt.080-14	Vacant	Incident Rpt,Info sec,CMPC,		1						Abolish position
Physical Security Spt.080-12	R. Bartlett	Protection Programs Op, protective force, incident rpt		1						
Physical Scientist 1301-14	R. Hoffman	Classification Officer		1	1	1	*			Another DOE Office assumes
<b>SAFETY AND HEALTH PROGRAMS</b>										
(Supv) General Engineer EK 801-4	J. Jeffries	Safety and Health Programs Division Director		1	1					
General Engineer 801-14	D. Oba	IWCP Imp., Spc Tm Assmt, Training, Ctr of Excellence		1	1	1				
Safety & Oc Hth Spec. 018-13	R. Lucero	COE for OSHA, ISM/Project matrix, construction safety		1	1					
Gen Eng 801-14	A. Lopez	CAIRS, elec safety, assessment, traffic safety, FEOSH		1	1	1				
Ind. Hygt. 690-14	J. Torma-Krajewski	PBD H, Ergonomics, pre on WPs		1	1					
Health Phy EK-1306-4	R. Bistline	Be expert, worker comp, 10CFR850, Internal dosimetry		1	1	1				
Health Phy 1306-14	B. Wallin	Rad prot prgm, rad assessments, wk practices, PuSPS, ORR Post start, Ctr of Excel for Rad		1	1	1				
Fire prot Eng 804-14	R. Williams	Fire Protect , prep train on WP, Ctr of Excel for FP		1	1	1				
Nuclear Eng EK -840-4	R. Wilson	Ctr for excel for Critically Safety, surveillances, criticality infractions -		1						
Gen Eng 801-13	D. Kawamoto	prep training on WP reviews		1	1					
S&O Health Mgr, 018-13	E. Bryson	123 pad, B771 D&D, B444 surveillance (elec)		1	1					
Industrial HY, 690-13	G. Noss	Industrial hygiene program support		1	1					
<b>SAFETY/NUCLEAR REGULATORY</b>										
(Supv) General Engineer 801-15	R. Bostic	NRD Division Director		1	1	1	1	1		Non-supervisory after CY04
Nuclear Engineer 840-13	S. Bolling	DOE Order management		1	1					
Physical Scientist 1301-13	D. Weems	Emergency management		1	1	1				

Function and Position Analysis  
SAFETY PROGRAMS

<u>Name</u>		<u>Functions</u>	<u>CY</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	
General Engineer 801-13	L. Bressler	Price Anderson coordinator		1	1					
Physical Scientist 1301-14	D. Faulkner - xfer to RL	AB Safety engineer		*						Positon transferred to RL
Management Analyst 343-12	J. Nagode	Directives mgmt		1	1					
Prog Analyst 343-13	M. Maline	Transportation specialist		1	1					
<b>SAFETY/FIELD ASSESSMENT</b>										
Supv. General Engineer 801-15	E. Westbrook	Field Assessment Division Director		1	1	1	1	1		Non-supervisory after CY04
Gen Eng 801-13/14	Vacant			*						Abolish position
General Engineer 801-14	J. Christ - xfer to RL	Matrixed to Nuc Safety for Authorization Basis work		*	.					Positions transferred to RL
Physical Scientist 1301-14	J. Coaxum	B707		1	1	1				
Physical Scientist 1301-14	D. Emch	B776/777		1	1	1	1			
Physical Scientist 1301-14	L. Maghrak	B771		1	1	1				
General Engineer 801-14	D. George	B771		1	1	1				
General Engineer 801-14	R. Hernon	B371		1	1	1	1			
General Engineer 801-14	F. Jaeger	B371		1	1	1				
Lead Industrial Spec. 1150-14	Vacant	Team Lead for B776/777, 707		1	0.25					Abolish position
General Engineer 801-14	D. McCranie	RISS, Material Stewardship		1	1	1	1	1		
Physical Scientist 1301-14	J. Parkin	RISS, B371		1	1	1				
Physical Scientist 1301-14	G. Dreith	RISS, Material Stewardship		1	1	1	1			
Physical Scientist 1301-14	D. Rack	B371		1	1	1	1	1		
Lead General Engineer 801-14	B. Ring	fac rep in 04 - no more team leader, Team Lead B371, RISS, Material Stewardship		1	1	1	1	1		
General Engineer 801-14	J. Sondag - xfer to RL	B707		*						Position transferred to RL
General Engineer 801-14	D. Grosek	RISS		1	1					
General Engineer 801-13	R. Thomas	In Training (Fac. Rep.)		1	1					
		<b>SAFETY PROGRAMS Subtotal:</b>		54	48.25	28	11	7	0	
PSI - Security Specialist				1	1	1				
SSC - Classified Info Spec				2	2	2				
Navarro Nuclear Safety Engr.				1	1	1	1			
Navarro Nuclear Safety Engr.				1	0.75					
Navarro Nuclear Safety Engr.				1	0.25					
Navarro Nuclear Safety Engr.					0.5	0.5				

Function and Position Analysis  
RFFO Totals

By Office, By Calendar Year							
<b><u>Name</u></b>	<b><u>CY</u></b>	<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>
OFFICE OF THE MANAGER Subtotal:		2	4	4	1	1	0
OFFICE OF CHIEF COUNSEL Subtotal:		7	7	5	3	3	3
OOM/CIVIL RIGHTS AND DIVERSITY Subtotal:		2	2	1	0	0	0
ADMINISTRATION AND TRANSITION Subtotal:		27	26	12	4	3	1
CHIEF FINANCIAL OFFICE Subtotal:		19	19	9	3	3	0
ENVIRONMENT AND STEWARDSHIP Subtotal:		25	24	20	13	8	1
PROJECTS Subtotal:		25	25	18	9	6	2
SAFETY PROGRAMS Subtotal:		54	48	28	11	7	0
<b>Office Totals</b>		<b>161</b>	<b>154</b>	<b>95</b>	<b>44</b>	<b>31</b>	<b>7</b>
On Board 12/31/02		<b>161</b>					
Congressional Budget FTE from Lance			161	160	158	157	
<b>Transition Plan Profiles (11/4/02)</b>							
Management Team 10/4/02		161	154	124	90	57	23
Revised Plan Profile		161	156	96	53	35	14
EM-1 Estimate for budget purposes		161	161	120	80	50	20